

**ABOUT SEWP**

Solutions for Enterprise-Wide Procurement (SEWP, pronounced ‘soup’), is a multi-award Government-Wide Acquisition Contract (GWAC) vehicle focused on ICT (Information and Communication Technology) products and product based services. The 37 pre-competed Contract Holders in SEWP IV offer a wide range of advanced technology including tablets, desktops and servers; IT peripherals; network equipment; storage systems; security tools; software products; cloud based services; video conferencing systems and other IT and Audio-Visual products. Product based services such as installation, training, maintenance and warranty are also available through SEWP. As an OMB authorized GWAC, the SEWP contracts are utilized by all Federal Agencies.

The SEWP IV contracts are scheduled to close on April 30, 2015. While the SEWP V contracts have not yet been awarded, it is anticipated that the number of Contract Holders will increase. SEWP V is anticipated to begin on May 1, 2015. Other changes between SEWP IV and SEWP V are noted throughout this document.

**UNDERSTANDING SCOPE**

SEWP is an IT product solutions contract. We encourage customers to use us as an all-encompassing solution for their IT needs. The following chart is an overview of the products and services available on SEWP:

|  |  |
|--|--|
| ➤ <b>Information Technology</b>          | Computer Hardware, Tablets<br>Storage<br>Security  |
| ➤ <b>Software &amp; Cloud</b>            | Software<br>Virtualization and Cloud Computing<br>XaaS (e.g. SaaS = Storage as a Service)                                |
| ➤ <b>Networking &amp; Communications</b> | Network Appliances: Routers, Modems<br>Telecommunication Devices and Monthly Service                                     |
| ➤ <b>Supporting Technology</b>           | Scanners, Printers, Copiers, Shredders<br>Associated Supplies and Accessories<br>Sensors (SEWP V)<br>Medical IT (SEWP V) |
| ➤ <b>AV/Conferencing</b>                 | A/V Equipment and Accessories<br>TVs, Display Monitors, Projectors and Screens   |
| ➤ <b>Services</b>                        | Maintenance / Warranty<br>Site Planning / Installation<br>Product Based Training<br>Product Based Engineering Services   |

**PRODUCT SOLUTION AVAILABILITY**

Unlike the traditional catalog-based contract where requests for products are based on what is available in a catalog, SEWP is a request-based contract vehicle where the catalog is based on customer requests. Therefore, there is no catalog to search. As long as your requirements are within the scope of SEWP, you can send out a Request for Quote or a Request for Information (RFI) for the IT products/services you are looking to obtain. The Contract Holders will add the items to the contract based on your request and send you back a quote. You can then order the items based on the quote. If you are uncertain about the scope, send your requirements to [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) for review. The SEWP on-line Quote Request Tool (QRT) and simplified RFI tool can be used to request availability and pricing information from the Contract Holders.

When using the QRT to obtain quotes, the Contract Holder must also send in a Verification File along with their quote. This Verification File is checked against the SEWP database automatically by the SEWP Program Office during the quote submission process. The verification summary is available under the 'CLIN List' column of the on-line Quotes tab. The customer need only check that the items in the 'Pass' file under the 'CLIN List' column match the items and pricing on the quote.

If a quote is obtained from outside the QRT, the verification process will not occur until the order is processed by the SEWP Program office.

**SEWP GROUPS****NAICS Code 334111****Group A**

- Full and Open Competition

**NAICS Code 541519****Group B(1)**

- Service Disabled Veteran-Owned Small Business Set-Aside

**Group B(2) - SEWP V only**

- Hub-zone Small Business Set-Aside

**Group C**

- Small Business Set-Aside

**Group D**

- Full and Open Competition

**SDVOSB and Small Business  
Size set-asides (SEWP IV)**

**Full suite of business size  
designations will be  
represented in SEWP V**

**Additional set-aside in Group  
B: Hub-Zone (SEWP V)**

**Alignment of groups ensures  
proper use of NAICS codes**

**NOTE:** In regards to competition and selection of SEWP Groups, selecting all groups provides the best opportunity of acquiring responses and competitive pricing. However, pre-defined selection criteria, such as a small business set-aside (Groups B and/or C) is an acceptable practice using the SEWP contracts.

**FAIR OPPORTUNITY, BRAND NAME AND SEWP QRT**

**Fair Opportunity:** FAR 16.505(b) (1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$3,000 and issued under multiple award contracts. The FAR states that the method to obtain fair opportunity is at the discretion of the CO and that the CO must document the rationale for placement and price of each order. The SEWP online Quote Request Tool (QRT) is the recommended method to assist in this activity and to augment the required decision documentation. The QRT will automatically include the Contract Holders within a selected Group or available set-aside options or based on a suggested source.

*NOTE: Fair Opportunity to all Contract Holders within one or more SEWP Groups or set-aside contracts is required unless one or more of the following is true:*

- Fair Opportunity has been previously provided and documented;
- The order is under the micro-purchase threshold;
- A well documented, well researched exception as noted in FAR Part 16.505(b) exists. It is recommended that prior to citing an exception in FAR Part 16.505(b), you contact the SEWP Program Office for assistance;
- A documented Conflict of Interest exists, or
- The RFQ is a continuation of an on-going RFQ process in which the initial RFQ provided Fair Opportunity and a documented down-select process has occurred.

*There is no requirement to obtain 3 quotes as long as all Contract Holders within at least one Group were provided opportunity to provide a quote.*

**Brand Name** or equal requirements traditionally apply when the Government is soliciting a new requirement and is specifying a particular Brand Name in the solicitation. The SEWP Program recommends the following regarding Brand Name:

- To the greatest extent possible, utilize generic specifications rather than Brand Names.
- While the use of a Brand Name can help clarify the specifications, if specifying brand name provides clarification, then the use of Brand Name or Equal is recommended for requirements, whenever possible.
- If the requirement is truly limited to one manufacturer, per FAR Part 16.505(a) (4) a justification and approval (J&A) document must be created and posted along with the RFQ to all companies within the solicited Group(s).

The SEWP QRT provides customers with the ability to efficiently create Request for Information / Request for Quotes (RFI/RFQ), as part of a suite of tools available on the SEWP website to assist customers with buying decisions and as one means to provide documentation for any needed selection criteria.

The following may assist customers in determining which contract best fulfills their requirements:

**Market Research:** According to Federal Acquisition Regulations, (FAR) Part 10, appropriate market research based on the size and complexity of the acquisition is required. The Quote Request Tool assists in this market research process and quote requests.

**Best Value:** Once market research is completed, the end-user's needs, technical requirements, Contract Holder past performance, price, Agency policy and other factors related to the exercise of sound business judgment should be considered in making a best value determination.

**CONTRACT BASICS, FEE, & PRICING**

A copy of each SEWP Contract is available along with summary table of key data such as DUNS numbers is located using the “Prime Contract Holders” link under the Contract Holders menu at [www.sewp.nasa.gov](http://www.sewp.nasa.gov). These contracts form the framework for each delivery order. Individual acquirers can add terms and conditions at the delivery order level by including additional clauses in their Request for Quotes.

**Prices** of products on the SEWP catalog are determined to be fair and reasonable at the contract level. Note that pricing for labor-based product services such as installation and engineering services are not determined at the contract level – therefore, any requirements with labor rates involved will need to have fair and reasonable pricing determination at the delivery order level by the issuing agency.

The SEWP Contracts are FAR Part 12 Commercial Contracts. The price design for SEWP is a proposed discount off the offerer’s commercial list price. Price analysis was conducted in accordance with FAR 15.305(a) (1) to ensure a ‘fair and reasonable’ price is paid by the Government.

**Reasonableness** of proposed prices was established in accordance with FAR 15.403-1(c)(1)(i)(B), which provides that a price is based on adequate price competition if two or more responsible offerers, competing independently submit priced offers that satisfy the Government’s expressed requirement and there is not any finding that the price of an otherwise successful offer is unreasonable. To verify price reasonableness, offerers were instructed to submit their published price catalog or published schedule of list prices in a form regularly maintained by the manufacturer or offerers, such as a catalog, price list, schedule or other verifiable and established record. Additionally, each contractor proposed a discount off product categories (such as input-output device) of IT equipment.

*These discounts remain for the life of the contract. Therefore, when new technology is added or list prices change due to market fluctuations, the SEWP price remains fair and reasonable.*

There are several other price reasonability checkpoints in SEWP:

- A SEWP Prime Contract Holder cannot offer prices higher on their SEWP contract than is offered on their GSA contract. This is exclusive of the surcharge. Since the SEWP fee is 0.39% compared to GSA’s 0.75% fee, SEWP prices must be lower than GSA for that Contract Holder.

➤ **Surcharge beginning March 2: All orders ➡ 0.39%**

Comparison to other major IT Contract fees: GSA Schedules 0.75%

**Program budget is self-contained:**

NASA provides no direct SEWP funding

No SEWP funding is provided to NASA except for overhead costs

- When items are added or prices updated on a SEWP contract, prices are automatically compared to other SEWP Contracts and must be within a reasonable price of all other contracts. Further comparisons with GSA, commercial and other contracts may be done to verify any questionable pricing.
- All SEWP Delivery Orders are subject to Fair Opportunity. This internal competition provides an incentive for Contract Holders to provide the best possible price in order to be selected for award.



- Although the SEWP PMO database of record contains the fair and reasonable pricing determination before a product is added to the contract, it is ultimately the issuing COs responsibility to determine fair and reasonable pricing at the delivery order level based upon the specifics of the requirement. Price analysis techniques at FAR 15.404-1(b)(2) were utilized in the development of contract level pricing, however, in certain situations a CO may have a specific requirement that requires further determination using the techniques at FAR 15.404-1(b)(2) as applicable. As noted above, an example is a labor based services order where the price is based on the statement of work at the order level.

## ORDER PROCESS & PROCUREMENT LIFECYCLE

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PRs) and Delivery Orders (DOs) issued against a SEWP contract are defined by the issuing Agency and not NASA SEWP. The typical process, however, is for an end-user to determine a requirement and generate a PR. The PR along with any necessary funding information is sent to that Agency's procurement office, which results in the issuance of a DO. Any valid Federal Agency DO form and the associated Delivery Order number may be used. NASA SEWP does not issue DOs; these must be issued through the issuing Agency's procurement office.

Some Agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officer's (CO's/KO's) responsibility to be aware of any Agency-specific policies regarding issuing orders via existing contract vehicles and Government-Wide Acquisition Contracts.

### Support through Procurement Lifecycle

#### • Pre-Order Support

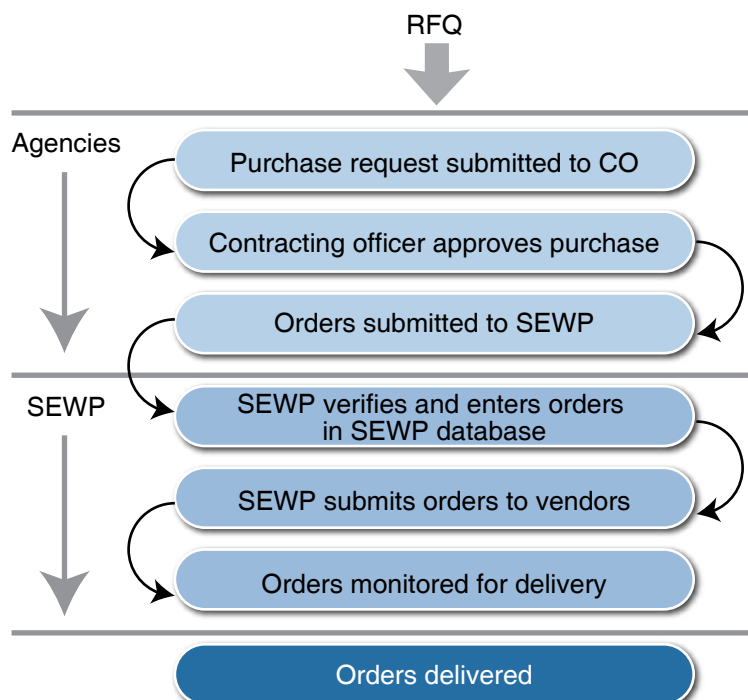
- Online Search and Quote tools and RFQ tracking
- Answer questions on quotes and processes

#### • Order Processing

- Accept, check, process and forward orders (includes credit cards)
- Reconcile and track orders

#### • Post-order Support

- Process and post order status data
- Assist in order resolution and QA checks on order satisfaction





SEWP Delivery Orders must be routed to the NASA SEWP Program Office either via fax at 301-286-0317 or [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov). Do not forward orders directly to a Contract Holder. Contract Holders may only accept Delivery Orders through the NASA SEWP Program Office and the orders must have an assigned SEWP tracking number, referred to as an STN (SEWP Tracking Number). The SEWP fax cover sheet, or similar form providing contact information, should accompany all orders.

The processing time is typically less than one business day between the receipt of a Delivery Order at the NASA SEWP Program Office and delivery of the order to the appropriate Contract Holder. If an order cannot be processed due to incomplete or incorrect information, both the issuing CO and the Contract Holder will be contacted by a member of the NASA SEWP Customer Service staff. When an order is processed, e-mail confirmation is sent to the issuing CO upon request.

#### SEWP PMO CONTACT INFO

|                      |  |  |
|----------------------|--|--|
| <b>Web</b>           | <a href="http://www.sewp.nasa.gov">www.sewp.nasa.gov</a>               | <b>24x7x365</b>                            |
| <b>E-mail</b>        | <a href="mailto:help@sewp.nasa.gov">help@sewp.nasa.gov</a>             | <b>Get responses within 1 business day</b> |
| <b>Helpline</b>      | <b>301-286-1478</b>  | <b>Mon - Fri, 7:30 AM - 6:00 PM ET</b>     |
| <b>Fax</b>           | <b>301-286-0317</b>  | <b>Fax orders</b>                          |
| <b>E-mail Orders</b> | <a href="mailto:sewporders@sewp.nasa.gov">sewporders@sewp.nasa.gov</a> | <b>E-mail orders</b>                       |
| <b>Mail</b>          | <b>10210 Greenbelt Road, Suite 200, Lanham, MD 20706</b>               |  |



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**Group:**  
**NASA SEWP GWAC**

#### ON THE SEWP WEBSITE:

Please visit [www.sewp.nasa.gov](http://www.sewp.nasa.gov) to view the SEWP Training Video for comprehensive walk-through of the website and tools.